

Citizen Participation Plan

The City of Jefferson, Missouri, on the 17th day of November, 2003, adopted a Citizen Participation Plan in accordance with 24 CFR section 91.105, as amended in compliance with U.S. Housing Urban Development requirements for Community Development Block Entitlement funding. The following Citizen Participation Plan was hereby amended and adopted on February 21, 2011.

This plan is developed to encourage citizen participation in the development of the consolidated plan, any substantial amendments to the consolidated plan and the performance report. It is designed especially to encourage participation by low and moderate income persons, particularly those living in slum and blighted areas where CDBG funds are proposed to be used, and by residents of predominantly low and moderate income neighborhoods, as defined by the jurisdiction through the U.S. Census data system.

The City will provide citizens with a reasonable opportunity to comment on the original citizen participation plan and on substantial amendments to the citizen participation plan and will make the plan available for public review. Upon request, the plan will be made available in an accessible format to persons with disabilities.

The City will encourage participation by residents of public and assisted housing developments in the process of developing and implementing the consolidated plan, along with other low income residents of targeted revitalization areas. Also information will be provided to the Jefferson City Housing Authority.

CONSOLIDATED PLAN DEVELOPMENT

1. The City will furnish citizens with information concerning the amount of Community Development Block Grant (CDBG) and other HUD funds expected to be available (including the annual grant, program income, surplus from urban renewal settlement, and proceeds from HUD guaranteed loans) for community development and housing activities, and the range of activities that may be undertaken with those funds. The City will also make available the estimated amount that will benefit persons of low and moderate income at the public hearing on the one year action plan.

2. The City will make every reasonable effort to minimize the number of persons displaced by CDBG funded activities. In the event that a person is displaced by a CDBG undertaking, relocation assistance will be offered in accordance with the Uniform Relocation Assistance Act.
3. The City will make copies of the proposed plan available at the Housing Authority office, the City Clerk's office and the Public Library for review during public hours.
4. The City will hold at least one public hearing during the development of the consolidated plan. Notice of the public hearing will be posted on the City website not less than four days or more than twenty days before the public hearing. If a significant number of non-English speaking citizens attend they will be provided the necessary assistance to participate in the public meetings. The public hearing will be held at least thirty days prior to a thirty day comment period to ensure input from the public is included the development of the consolidated plan.
5. After the public hearing, there will be a 30 day comment period on the proposed consolidated plan. The City will consider any comments or views of citizens received in writing or orally at the public hearings in preparing the consolidated plan. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, shall be attached to the final consolidated plan. The final consolidated plan will be posted on the City website for a comment period of thirty days prior to approval.
6. The City will provide free copies of the consolidated plan to citizens and groups upon request.

AMENDMENTS

1. The City may amend its approved plan to: 1) make a change in its allocation priorities or a change in the method of distribution funds; 2) carry out an activity using funds from any program covered by the consolidated plan (including program income), not previously described in the action plan; 3) to change the purpose, scope, location or beneficiaries of an activity.
2. The City will use the following criteria to determine what changed in the planned or actual activities constitute a substantial amendment to the consolidated plan, any of the following will require a substantial amendment following this citizen participation plan:
 - a. Changed in the use of CDBG funds from one eligible activity to another that exceed \$40,000
 - b. Carrying out a new CDBG eligible activity in an amount greater than \$40,000
 - c. A change in the entity responsible for carrying out an activity or a change in the location of a proposed project will not constitute a substantial amendment.

3. The City will publish a summary of the proposed substantial amendment on the City's website in a manner that affords citizens, public agencies and other interested parties a reasonable opportunity to examine its contents and to submit comments. The City will also make copies of the proposed substantial amendment available at the City Clerk's office and the Public Library for review during public hours. The City will hold at least one public hearing on the proposed substantial amendment to the consolidated plan. Notice of the public hearing will be posted on the City's website not less than four days or more than twenty days before the public hearing. There will be a thirty day comment period on the proposed substantial amendment to the consolidated plan.

4. The City will consider any comments or views of citizens received in writing or orally at the public hearings in preparing the final substantial amendment to the consolidated plan. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, shall be attached to the final amended consolidated plan.

PERFORMANCE REPORTS

1. The City will publish notice of the availability of the annual performance report on the City's website and will allow a 15 day comment period on the report.
2. The City will consider any comments or views of citizens received in writing, emails, or orally at any public hearings that may be held. A summary of any comments received will be attached to the performance report.

PUBLIC HEARINGS

1. A minimum of two public hearings will be held per year to obtain citizens views and to respond to proposals and questions. These hearings will be held at different stages in the program year. Together the hearings will address housing and community development needs, development of proposed activities and review of program performance. At least one of these hearings will be held prior to the completion and submission of the consolidated plan.
2. Notice will be posted at the Public Library, Housing Authority Office and on the City's website at least four days but not more than twenty days before the public hearings including sufficient information about the subject of the hearing to permit informed comment.
3. The public hearings will be held at City Hall at times that provide for maximum citizen participation. The building is handicapped accessible.

4. Assistance will be provided to non-English speaking citizens if a significant number attend public meetings.

MEETINGS

Meetings will be scheduled to provide for as much citizen involvement and attendance as possible. Times may be adjusted from time to time based on changing needs.

AVAILABILITY TO THE PUBLIC

1. The consolidated plan as adopted will be available for review from the City Clerk's office, Housing Authority Office, and at the public Library during public hours.
2. Any substantial amendments to the consolidated plan as adopted will be available for review in the City Clerk's office, the Housing Authority office and at the Public Library during public hours.

ACCESS TO RECORDS

Information and records relating to the jurisdictions consolidated plan and the jurisdiction's use of assistance under the programs covered by 24 CFR section 91.105 during the preceding five years will be available to citizens, public agencies and other interested parties. The City will reply to the written request for such information within 15 working days, where practical. The information may not be removed from the City Clerk's office. If copies of information are requested the normal copy charge will apply.

TECHNICAL ASSISTANCE

The City will offer technical assistance to groups representative of persons of low and moderate income that provide a written request for such assistance in developing proposals for funding assistance under any of the programs covered by the consolidated plan. The nature and extent of such assistance will be at the discretion of the City Staff.

COMPLAINTS

The City will respond to written citizen complaints regarding the consolidated plan, amendments and the performance report. The reply will be made within 15 working days, where practical.

USE OF CITIZEN PARTICIPATION PLAN

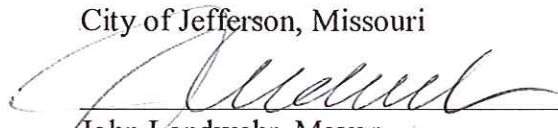
The City will follow the citizen participation plan from the date of its adoption until it is amended or repealed.

CITY RESPONSIBILITY

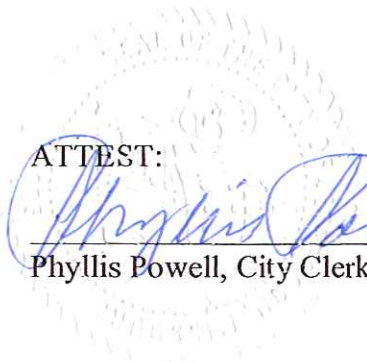
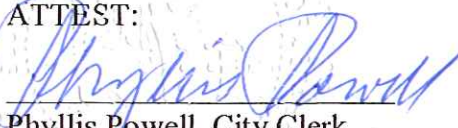
The requirements for citizen participation do not restrict the responsibility or authority of the City for the development and execution of its consolidated plan.

Amended February 21, 2011

City of Jefferson, Missouri


John Landwehr, Mayor

ATTEST:



Phyllis Powell, City Clerk

APPROVED AS TO FORM:



City Counselor